



APR 27 2009

Reply to Attn of: Office of the Chief Information Officer

TO: Distribution

FROM: Chief Information Officer (Acting)

SUBJECT: Roles and Responsibilities for Protecting NASA Sensitive But Unclassified (SBU) Information

Over the past year, this office has been working closely with the Office of Security and Program Protection (OSPP) to ensure that NASA sensitive information is appropriately protected and to clearly define requirements, roles, and responsibilities. The Office of Management and Budget recently issued a memorandum, entitled *Information Technology Management Structure and Governance Framework*, which states that "the CIO has the authority to set Agency-wide IT policy, including ..., IT security and operations, and information security." The following decisions were made as a result of the collaboration between the Office of the CIO (OCIO) and the OSPP to clarify roles and responsibilities related to protecting NASA information and information systems, particularly Sensitive But Unclassified (SBU) information.

All requirements regarding SBU information will be documented in a single new NASA Procedural Requirements (NPR) policy, currently being drafted. The OCIO is responsible for developing, maintaining, and enforcing the new NPR. All other policies will reference this new policy for requirements related to NASA SBU information. In addition, my office will develop and maintain a handbook of procedures and other guidance on meeting these requirements. Throughout, the OCIO will work closely with the OSPP to ensure all concerns are addressed and guidance is effectively communicated.

The new SBU policy and guidance will include the following:

- The definition of SBU and requirements and guidelines for identifying and designating SBU information;
- Requirements for protecting SBU information and details on how to meet these requirements, for example, using encryption, proper labeling of information, and appropriate authentication mechanisms;
- Requirements and responsibilities for validating that requirements are met; and
- Any other requirements and guidance related to NASA SBU information.

As Federal guidance on controlled unclassified information (CUI) becomes finalized, the policy will be revised as needed to reference Federal definitions and requirements. Until that

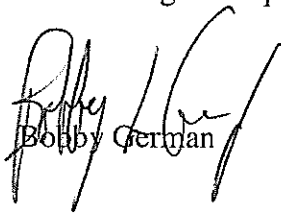
time, the information designation of CUI and guidance and procedures related to CUI shall not be used at NASA.

NASA information owners and information system owners remain responsible for meeting the SBU information protection requirements. The OCIO, Center CIOs, the OSPP, and Center Security Offices will continue to provide Agency- and Center-level security controls within their purview.

The OCIO is responsible for enforcing this policy for all NASA SBU information, including SBU information security incident response management. NPD 1000.3, *The NASA Organization*, will be updated to reflect these decisions.

In order to develop and update Agency policy on SBU information and to provide guidance and support to NASA organizations, the OCIO and OSPP have established the SBU Information Protection Steering Committee (SIPSC). Any questions or suggestions regarding SBU information protection policy, procedures, roles or responsibilities should be directed to the SIPSC at nasa-dl-its-sipsc@nasa.gov.

These changes will allow NASA to better and more consistently protect its sensitive information, and provide NASA organizations clear direction and assistance in interpreting and meeting the requirements.



Bobby German

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